

Attachment 2: Request for Sole Source Memo Format

DEPARTMENT OF VETERANS AFFAIRS

Justification and Approval

For

Other Than Full and Open Competition

1. Contracting Activity:

Department of Veterans Affairs, VISN 11, Richard L. Roudebush VA Medical Center, Indianapolis, IN 46202 583-14-2-179-0310

2. Nature and/or Description of the Action Being Processed

Sole Source procurement of the following: PM kits for six Medivator Advantage Plus machines.

3. Description of Supplies/Services Required to Meet the Agency's Needs:

Procurement, valued at \$15,718.38, will obtain six Medivator Advantage Plus PM Kits necessary to perform preventive maintenance required. Vendor is: Minntech, 14605 28th Avenue North, Minneapolis, MN 55447. PO needed by 02/05/2014.

4. Statutory Authority Permitting Other than Full and Open Competition:

- (X) (1) Only One Responsible Source and No Other Supplies or Services Will Satisfy Agency Requirements per FAR 6.302-1;
- () (2) Unusual and Compelling Urgency per FAR 6.302-2;
- () (3) Industrial Mobilization, Engineering, Developmental or Research Capability or Expert Services per FAR 6.302-3;
- () (4) International Agreement per FAR 6.302-4
- () (5) Authorized or Required by Statute FAR 6.302-5;
- () (6) National Security per FAR 6.302-6;
- () (7) Public Interest per FAR 6.302-7;

- 5. Demonstration that the Contractor's Unique Qualifications or Nature of the Acquisition Requires the Use of the Authority Cited Above (applicability of authority):** Medivators Minntech, the OEM, has the PM kits available and ready to be shipped in order to complete preventive maintenance in the designated time table. The OEM is currently the only vendor able to provide PM kits for preventive maintenance due to proprietary parts and software.

- 6. Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:** No attempts were made to solicit other sources due to Minntech, the OEM, being the only available vendor at this time to provide preventive maintenance kits. Due to

proprietary information, Minntech is the only available vendor we can purchase the kits from to perform the necessary preventive maintenance.

7. Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable: We have used Medivator/Minntech in the past to purchase a PM kit on 03/06/2013 (583-Q33750) at a price of \$2555.83. The purchase was only for one PM kit and we are now trying to purchase six PM kits. This accounts for cost difference. Based on this, these cost are determined to be fair and reasonable.

8. Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted: No attempts were made to solicit other sources due to Minntech, the OEM, being the only available vendor at this time to provide preventive maintenance kits. Due to proprietary information, Minntech is the only available vendor we can purchase the kits from to perform the necessary preventive maintenance.

9. Any Other Facts Supporting the Use of Other than Full and Open Competition:
None.

10. Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:
None.

11. A Statement of the Actions, if any, the Agency May Take to Remove or Overcome any Barriers to Competition before Making subsequent acquisitions for the supplies or services required:
In the future, we will continue to evaluate other sources to determine if they are viable to provide this product.

12. Requirements Certification: I certify that the requirement outlined in this justification is a Bona Fide Need of the Department of Veterans Affairs and that the supporting data under my cognizance, which are included in the justification, are accurate and complete to the best of my knowledge and belief.


Jordan Keebaugh
Biomedical Engineer
Richard L. Rouddebush

Date 02/03/2014

13. Approvals in accordance with FAR 6.304

- a. **Contracting Officer's Certification: (required)** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.

_____ Name	_____
_____ Title	_____
Network 11 Contract Office	

- b. **NCM/PCM (Required \$3K and above):** I certify the justification meets requirements for other than full and open competition.

_____ Name	_____
NCM/Supervisory Contract Specialist (as appropriate)	_____
Network 11 Contract Office	